

**MUNICIPAL RECORDS RETENTION AND DISPOSITION SCHEDULE
AMENDMENTS**

STANDARD-3 BUDGET AND FISCAL RECORDS.

Amend the records retention and disposition schedule by changing the description and disposition instructions for Item 37. Escheat and Unclaimed Property File, as shown on substitute page 17, dated June 15, 2001.


STANDARD-15 POLICE DEPARTMENT RECORDS.

Amend the records retention and disposition schedule by changing the disposition instructions for Item 15. Communications Records File, as shown on substitute page 65, dated June 15, 2001.

APPROVAL RECOMMENDED

City Clerk

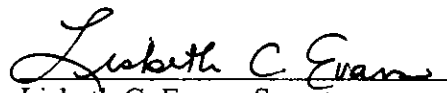
City Manager



Jeffrey J. Crow, Director
Division of Archives and History

APPROVED

Mayor



Lisbeth C. Evans, Secretary
Department of Cultural Resources

June 15, 2001

33. **DETAIL REPORT FILE. (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER).** Listing showing detailed transactions and balances for the period in each account.
- DISPOSITION INSTRUCTIONS:** Retain annual detail report in office permanently.
34. **DISBURSEMENTS FILE (CASH).** Documents the disbursement of cash made by municipal agency.
- DISPOSITION INSTRUCTIONS:** Destroy in office after 3 years and when released from all audits, whichever occurs later.
35. **EMPLOYEE BENEFITS REGISTER FILE.** Monthly computer printout listing benefits paid to county employees.
- DISPOSITION INSTRUCTIONS:** Destroy in office after 2 years.
36. **EMPLOYEE EARNINGS RECORD FILE.** Information detailing earnings of employees.
- DISPOSITION INSTRUCTIONS:** Destroy in office after 3 years and when released from all audits, whichever occurs later.
- *37. **ESCHEAT AND UNCLAIMED PROPERTY FILE.** Records reviewed to compile annual Escheat and Unclaimed Property Report with NC Department of State Treasurer in accordance with G.S. § 116B. File may include year-end bank reconciliation, along with outstanding check listing and check register; year-end detailed receivable trial balance or deposits held, along with owner's name and address; and any other year-end records, along with owner detail, which are reviewed to determine any potential unclaimed property being held.
- DISPOSITION INSTRUCTIONS:** In accordance with G.S. § 116B-73(b), destroy in office all records containing the information required to be included in the annual report of Escheat and Unclaimed Property 10 years after such report is filed, unless a shorter period is provided by rule of the Treasurer.
38. **EQUIPMENT COST FILE.** Records documenting the cost of equipment purchased by the municipality.
- a) Destroy in office equipment operating cost after disposal of equipment.
- b) Destroy statements and studies for equipment after 5 years.
39. **EXPENDITURE REPORTS FILE.** Documents submitted monthly for reimbursement of agency expenditures.
- DISPOSITION INSTRUCTIONS:** Destroy in office after 3 years and when released from all audits, whichever occurs later.
40. **EXPENSE FILE.** Documentation of authorization, cost, and payment of expenses, including travel.
- DISPOSITION INSTRUCTIONS:** Destroy in office after 3 years and when released from all audits, whichever occurs later.

*Shown as amended June 15, 2001.

9. **BASIC TRAINING SCHOOLS (HISTORIC) FILE.** Police academy basic training course records used to verify course content and hours of topical coverage when needed for court purposes. Includes curriculum and course schedules, instructor listings, trainee rosters, attendance data, and exam grades.
- DISPOSITION INSTRUCTIONS: Destroy in office after 20 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.
10. **BICYCLE REGISTRATION FILE.** Registration records for bicycles.
- DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.
11. **BREATHALYZER RECORDS FILE.** File includes preventative maintenance records, lists of qualified operators, and other records related to breathalyzers used by the department.
- DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.
12. **CASE RECORDS FILE.** Records of cases investigated by police personnel. (Comply with provisions of G.S. 132-1.4 regarding confidentiality of criminal investigation records.)
- DISPOSITION INSTRUCTIONS:
- a) Felonies - Destroy in office after 20 years.
- b) Misdemeanors, investigations, noncriminal, missing persons, etc. - Destroy in office after 5 years.
13. **CITIZEN COMPLAINTS/ADMINISTRATIVE INVESTIGATIONS FILE.** Citizen complaints against employees and administrative investigations initiated within the department.
- DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.
14. **COMMENDATION LETTERS FILE.** Letters received commending police personnel for outstanding performance.
- DISPOSITION INSTRUCTIONS: Transfer to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service.
- *15. **COMMUNICATIONS RECORDS FILE.** Radio, telephone, and 911 emergency recordings of incoming and/or outgoing communications.
- DISPOSITION INSTRUCTIONS: In accordance with G.S. § 132-1.4(i), destroy in office after 30 days, if not made part of a case file.

*Shown as amended June 15, 2001.